



BOARD OF SELECTMEN RECORD OF MEETING  
**DECEMBER 8, 2020**  
WINDSOR TOWN OFFICE

Note: This record of meeting may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members. During COVID-19 (Coronavirus) “An Order to Protect Public Health” we are now able to increase the amount of attendance as of June 1, 2020 from 10 to 50 people per the restrictions set forth in Executive Order 14 §I(A). Under the emergency legislation (LD2167) enacted March 17th, a board may meet “remotely”, by telephonic, video, electronic or similar means, provided (1) each board member can at least hear and speak to each other, (2) members of the public can at least hear the proceedings, and (3) all voters are taken by roll call vote. (See Town of Windsor’s website on “How to attend a Public Meeting”).

**Members Present:** Richard H. Gray, Jr., Ray Bates (arrived 6:01 p.m.), Ronald F. Brann (arrived 6:50 p.m.), William Appel, Jr., and Andrew Ballantyne.

**Members Absent:** None.

**Public Attending:** Tom Reed.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Timothy Coston (*Transfer Station Manager*), and Kyoko Roderick (*Selectmen Secretary*).

William Appel, Jr. called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: **Ray Bates made a motion to approve the November 24, 2020 minutes as read seconded by Richard H. Gray, Jr. and approved 4-0-0.**

**Public Works – Keith Hall:** The trucks are ready for plowing. The Terrastar lost a wiper, high beams and the boot on the exhaust let go. Keith said he will go pick up the parts as soon as they are ready and fix the truck. The hired driver did quite a bit of damage on Greeley Road. Keith spoke to Steve McGee and they are going to meet to discuss getting the issues taken care of.

**Transfer Station – Timothy Coston:**

- a) Theresa handed out the monthly figures. For November we are at \$7,543.40 which is up \$1,809.40 from this time last year of \$5,734.00.
- b) Several people have asked if a cover could be put over the sand box to keep the snow out. This only seems to be an issue when residents go outside of the Transfer Station hours.
- c) Salt was delivered and looked wet, so Keith tested it and it came up with 2.5% moisture. The acceptable guidelines by the state are 1%.
- d) Tim will be calling to have the tires picked up.

**Animal Control Officer – Nothing new.**

**Cemetery Sexton** – Theresa said the Veteran’s Memorial Monument is up. The pavers are done at Provost and they said they will keep them until July when they are ready to be placed.

**Public Comment:** Tom Reed said the monument looks nice.

**Consideration of Warrants #23 and #24: Ray Bates made a motion to approve Warrants #23 and #24 seconded by Andrew Ballantyne and approved 5-0-0.**

**Town Manager's Items:**

- a) There were two quotes for the new office cubicle one from George Murray at Creative Office Pavilion for \$4,358.20 and one from Vallee Configurations for \$2,947.24. **Ray Bates made a motion to accept the quote for \$2,947.24 from Vallee Configurations for the new office cubicle seconded by Andrew Ballantyne and approved 5-0-0.**
- b) The old and new proposed Purchasing Procedure Policy was handed out and discussed. Since each department has a set budget and purchase approval comes from the Town Manager and or Board of Selectmen it was determined the policy is no longer needed. **Andrew Ballantyne made a motion to eliminate the Purchasing Procedure Policy seconded by Ronald F. Brann and approved 5-0-0.**
- c) Theresa read that the State of Emergency has been pushed to December 23, 2020.
- d) Theresa suggested closing the office to the public on December 31, 2020 at 12:30 p.m. so we can complete any year end reporting. The Board of Selectmen approved.
- e) There was much discussion on the Employee Manual which will continue at the next Board of Selectmen Meeting.

**Selectmen's Items:** Richard H. Gray, Jr. discussed Maine PUC and how Nordec Aquatic Farms in Belfast is asking CMP to provide power to them.

**William Appel, Jr. adjourned the Board of Selectmen's Meeting at 9:05 p.m.**

These minutes were approved by the Board of Selectmen on Tuesday, December 22, 2020.

**The next Regular Board of Selectmen's Meeting will be Tuesday, December 22, 2020 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Kyoko Roderick  
Board of Selectmen Secretary